

Attachment 1

Statement of Work

DTFASO-10-R-00169

**Janitorial Service Contract for the Augusta Work Center (AGS WC) and the
Augusta Air Traffic Control Tower (AGS ATCT) at Augusta, GA**

JANITORIAL SERVICES

FAA ATBM, FAA/WS Buildings, Augusta, Georgia

Specifications

1. General Information. The buildings in which the work of this contract is to be performed are tenanted by Government officials and employees, and are visited daily by many persons who are required to conduct business with the Government. For the protection of the buildings and their equipment and the facilitation of the business to be conducted therein, first quality cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence given to such practices by dirt in corners, mop splashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor and he will be requested to clean up the areas in question and take steps to improve the overall results in the future. Failure by the Contractor to comply with such requests will result either in the corrective work being done by Government employees and the cost charged to the Contractor or in the termination of the contract, or both, as provided elsewhere herein.
2. STANDARD OF SERVICE. All work shall be accomplished in a first class workmanlike manner in order to provide a clean, neat appearance at all times except when work is actually being accomplished.
3. GOVERNMENT FURNISHED PROPERTY. No property will be furnished by the Government except electricity and water.
4. CONTRACTOR FURNISHED PROPERTY. The Contractor will be required to furnish all mechanical and electrical apparatuses and appliances, ladders, hand tools, cleaning and dusting materials, waxes, solvents, rags, steel wool, hand soap, paper hand towels, toilet paper, and all other supplies required, including disinfectants and deodorants. All equipment owned by the contractor shall be properly identified.
5. AREAS. The buildings have been divided into four general areas of service as follows:

Area 1. FAA Tower Building

Area 2 FAA Quarters/Weather Bureau Building

- A. Cleaning shall be performed in area one (1) after 5:00 p.m. Exception. Cleaning may be performed during daylight hours on Saturday.
- B. Tower cab windows shall be washed during daylight hours only.
- C. Sunshades in tower cab will be cleaned on Saturday only, using the following procedures:

(1) Monthly. The bottom 12 inches of the shade is the area or part of the shade most susceptible to accumulating smoke, dust, and other impurities and shall be dusted or cleaned once a week. The dusting or cleaning of each shade shall be accomplished hand and front using a soft cloth such as a chamois or diaper (or similar type cloth) that has been dampened with a mild cleaning liquid such as "Product 409," "Mirror Glaze," "Windex," or any similar type plastic cleaner. When dusting, the worker should wear clean cloth gloves or keep a soft cloth on both hands to prevent any smudging of the shades with finger prints.

To prevent a "cake" type building on the shades and a loss of transparency, the entire shade shall be thoroughly dusted and cleaned at least once a month. Dusting and cleaning should be accomplished, using a soft cloth dampened with a cleaning liquid as specified in "Weekly" cleaning above.

(2) Cleaning Procedures.

(a) Tiny areas (less than one square foot at a time). Must be worked in a circular motion.

(b) Squirt cleaner onto shade, rub hard with soft cloth without crinkling or denting shade, usually by pushing it up against the window. If the worker is unable to clean the shades in their normal positions, the shades shall be removed for cleaning. Extreme caution shall be used to prevent the scratching, wrinkling, or otherwise damaging of the plastic material. If so removed, each shade shall be returned to its original position.

(c) Dry immediately with a paper towel. Some cleaners will "milk up" if allowed to dry on the shades.

- D. Tower cab carpet will be vacuumed with a vacuum cleaner that has a beater bar assembly.
- E. Contractor shall arrive at area four (4) to begin cleaning between 4:00 p.m. and 4:30 p.m., Monday through Friday. Cleaning may be accomplished during daylight hours on Saturday.

6. ROOM CLEANING

- A. Wastebaskets: Empty all wastebaskets. Damp wipe interior and exterior as needed.
 - B. Replace plastic wastebasket liners as needed.
 - C. Carpet: Shampoo carpet during third and ninth month of contract in area #1 and during the sixth month for other areas.
 - D. Furniture: Dust or damp wipe; vacuum upholstered chairs.
 - E. Ready room cleaning: Includes cleaning of foodware appliances such as stove, refrigerator, radar range, sink, cabinets, etc. Also provide paper hand towers for ready room. Service as required.
7. BUFFING: Damp mop and polish the floor to remove traffic marks. Machine buff using soft polishing brush; #00 steel wool or synthetic polishing pad. Temper overall floor luster to uniform appearance. Do not apply wax over soil, smudges, or stains.
8. WAXING: Strip and rewax all floors during the sixth month of contract.
9. TOILET CLEANING AND SERVICING: Includes all the cleaning work inside toilet rooms which can be reached while standing on the floor. This includes: emptying waste receptacles; servicing soap dispenser; dusting; cleaning tile walls, mirrors, dispensers, receptacles, stall partitions, doors, wash basins, water closets, and urinals, polishing metal work; and sweeping and mopping or scrubbing the floor.
- A. Contractor shall furnish room deodorizer (wall-type) for all restrooms.
 - B. Ceramic tile - floor covering: Mop with a solution of warm water, synthetic detergent, disinfectant, and deodorant. (Where necessary, remove chewing gum with putty knife.) Do not use cleaners containing soap products and/or alkalines.
10. CONCRETE FLOORS: Sweep floors using a sweeping compound, mop with detergent and water.
11. STAIRWAY CLEANING: Includes all cleaning work inside the confines of the stairwell that can be reached from the normal walking surfaces.
12. PAPER AND TRASH COLLECTION: Includes picking up material and transporting it to the disposal unit (Dempsey Dumpster).

FACILITIES IDENTIFICATION AND LOCATION

FACILITY: ATBM, Bush Field, Augusta, Georgia

LOCATION:

<u>1st Floor</u>	<u>Floor Type</u>	<u>Sq. Ft. Floor</u>
Room 107,	Carpet	280
Room 100, Entry	Vinyl Tile	92

LOCATION:

<u>2nd Floor</u>	<u>Floor Type</u>	<u>Sq. Ft. Floor</u>
Room 206, ATCT Chief	Carpet	182
Room 207, Deputy	Carpet	182
Room 205, Secretary & Recpt.	Carpet	193
Hallway	Vinyl Tile	57
Room 208, Men's Room	Ceramic Tile	40
Stairway	1 landing, vinyl tile	90
	18 steps, concrete	

LOCATION:

<u>3rd Floor</u>	<u>Floor Type</u>	<u>Sq. Ft. Floor</u>
Room 305, Telco	Vinyl Tile	569
Room 306, Women's Room	Ceramic Tile	40
Hallway	Vinyl Tile	78
Stairway	1 landing, vinyl tile	90
	18 steps, concrete	

LOCATION:

<u>4th Floor</u>	<u>Floor Type</u>	<u>Sq. Ft. Floor</u>
Room 404, Elect. Eqpt.	Vinyl Tile	731
Lavatory	Ceramic Tile	41
Janitor	Vinyl Tile	18
Hallway	Vinyl Tile	57
Stairway	1 landing, vinyl tile	90
	18 steps, concrete	

LOCATION:5th Floor

	<u>Floor Type</u>	<u>Sq. Ft. Floor</u>
Room 505, Tracon	Carpet	569
Room 506, Men's Room	Ceramic Tile	40
Hallway	Vinyl Tile	57
Stairway	1 landing, vinyl tile	90
	18 steps, concrete	

LOCATION:6th Floor

	<u>Floor type</u>	<u>Sq. Ft. Floor</u>
Room 606A, Ready Room	Vinyl Tile	65
Room 606B, Training	Vinyl Tile	193
Room 605, Cab Stairway	15 steps, concrete	22
Room 607, EPDS	Carpet	204
Room 605, Passageway	Vinyl Tile	86
Room 608, Men's Room	Ceramic Tile	40
Hallway	Vinyl Tile	57
Stairway	1 landing, vinyl tile	90
	18 steps concrete	

LOCATION:Tower Cab

	<u>Floor Type</u>	<u>Sq. Ft. Floor</u>
Cab, Room 701	Carpet	199

FACILITIES IDENTIFICATION AND LOCATION

FACILITY: FAA/Weather Service Building, Bush Field, Augusta, Georgia

<u>Location</u>	<u>Floor Type</u>	<u>Sq. Ft. Floor</u>
*Rest Rooms (2)	Vinyl Tile	160
**Corridor	Vinyl Tile	750
Offices (3)	Carpet	561
Training Room	Vinyl Tile	208
Shop	Vinyl Tile	140
Supply	Vinyl Tile	270
Ready Room	Vinyl Tile	80

Total Sq. Footage

2,169

DEFINITIONS OF ABBREVIATIONS FOR PERFORMANCE REQUIREMENTS

W	-	Weekly
BM	-	Twice Monthly
M	-	Monthly
Q	-	Quarterly
SA	-	Semi-Annually
A	-	Annually
2W	-	Twice Weekly
3W	-	Daily, 3 days per week
D4	-	Daily, 4 days per week
		(Monday, Wednesday, Friday, Saturday)
W/M	-	Weekly and Monthly requirements
		(ATCT Cab only)
B/W	-	Every two weeks

SSC

FACILITY
SPACES

OFFICES

SSC CHIEF

UNIT CHIEFS

SECRETARY

TRAINING ROOM

SUPPLY ROOM

JANITORIAL TASKS

Vacuum Carpet

Shampoo Carpet

Vacuum/Sweep Tile Floor

Mop Floor

Mop/Buf Tile Floor

Mop/Wax/Buf Tile Floor

Mop/Strip/Wax/Buf
Tile Floor

Clean Plumbing
and Mirrors

Collect Paper and Trash

Spot Clean Walls/Partitions

Clean Furniture

Replenish Soap and Paper

Clean Light Fixtures and
Spot Clean Walls & Ceilings

Dust

Wash Windows (Inside)

Wash Windows (Outside)

Clean Sunshades
Clean Venetian Blinds
and/or Drapes

Clean Glass Walls

Clean Glass Doors

Clean Bright Metal

Police

Vacuum Wall Carr
Plenums

FACTILITY SPACES

Vacuum Carpet
Shampoo Carpet
Vacuum Carpet

☐ Carpet
☐ Vacuum/Sweep Tile Floor
☐ Mop Floor
☐ Mop/Buf. Tile
☐ Mop

Buff Tile Floor
 Mop/Wax/Buff Tile Floor
 Mop/Strip/Wax/Buff
 Tile Floor
 Clean Plumb
 and Mirr

- Buff Floor
- Plumbing Fixtures
- Mirrors
- Collect Paper and Trash
- Spot Clean Walls
- Clean

Walls/Partition
Clean Furniture
Replenish Soap and Paper
Clean Light Fixtures
Spot Clean Walls
Dust

Wash Windows (Inside)

Windows (Inside)
Clean Sunshades
Clean Venetian Blinds
and/or Drapes
Clean Glass

Clean Glass Walls
 Clean Glass Doors
 Clean Bright M...

Police Light Metal
Vacuum Wall Co.
and Plenums

WEST ROOM - LADIES

BEST ROOM - MEN

HEAD ROOM

CORRECTOR

AA FORM 1300-9 (3-59)

PAK 4175-7808

GENERAL PURPOSE

ATTN:
1ST FLOOR

FACILITY
SPACES

JANITORIAL TASKS:

Vacuum Carpet
Shampoo Carpet
Vacuum/Sweep Tile Floor
Mop Floor
Mop/Buf Tile Floor
Mop/Wax/Buf Tile Floor
Mop/Strip/Wax/Buf
Clean Plumbing
and Mirrors
Collect Paper and Trash
Spot Clean Walls/Partitions
Clean Furniture
Replenish Soap and Paper
Clean Light Fixtures and
Spot Clean Walls & Ceiling
Dust
Wash Windows (Inside)
Wash Windows (Outside)
Clean Sunshades
Clean Venetian Blinds
and/or Drapes
Clean Glass Walls
Clean Glass Doors
Clean Bright Metal
Polish
Vacuum Wall
and Floor

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AA FORM 1300-9 (3-69)

PAA AC75-7008

GENERAL PURPOSE

$$\frac{1}{2}$$

25
26

Vacuum Carpet
Shampoo

[illegible]

ATTN:
5TH FLOOR

ACTIVITY
PAGES

ACTIVITY PAGES	JANITORIAL TASKS:																							
	Vacuum Carpet	Shampoo Carpet	Vacuum/Sweep Tile Floor	Mop Floor	Mop/Buf Tile Floor	Mop/Wax/Buf Tile Floor	Mop/Strip/Wax/Buf Tile Floor	Clean Plumbing and Mirrors	Collect Paper and Trash	Spot Clean Walls/Partitions	Clean Furniture	Replenish Soap and Paper	Clean Light Fixtures and Spot Clean Walls & Ceiling	Dust	Wash Windows (Inside)	Wash Windows (Outside)	Clean Sunshades and/or Drapes	Clean Glass Walls	Clean Glass Doors	Clean Bright Metal	Polish	Vacuum Wall Carpet and Plenums		
HALLWAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
STAIRWELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ROOM 504	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ROOM 505	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ROOM 506	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ILITV
CLES

Figure 1

Vacuum Carpet
Shampoo

Shampoo Carpet
Vacuum

Vacuum/Sweep Tile Floor
 Mop Floor
 Mop/Buff Tile Floor
 Mop

Mod/Wax/Buf Floor
Mod/Stri
Tile

Tile Floor
Mop/Wax/Strip/Wax/Buf
Tile Floor
Clean Plumb
and Mir

Spot Check

Collect Paper

and Mirrors

Plumbing Fixtures

Major Buff

Floor

Spot Paper and Trash
Clean Walls/Panels
Clean Floors

Walls/Partitions
Clean Furniture
Replenish Soap
Clean Lights
Spot Clean

Wash in Soap and Paper
Clean Light Fixtures and
Spot Clean Walls & Ce
Dust
Wash

Wash Windows (Inside)

☐ Clean Windows (Inside)
☐ Clean Windows (Outside)
☐ Clean Sunshades
☐ Clean Veneer
☐ and/or

☐ Venetian Blinds
☐ Clean Glass
☐ Clean

Clean Glass Walls
Clean Glass Doors
Clean Bricks

Clean Bright Metal
 Police
 Vacuum

☐ Metal
☐ Vacuum or Sweep Fl
☐ Vacuum Wall C
☐ and Plenum

Speed Floor
Wall Carpet
Plenums

1997-2000: 13.5%

FBI AC 75-7540

GENERAL PURPOSE